

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

ENGINEERING INSPECTOR

FLSA STATUS:

NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist with the operations of the Engineering Department under the direct supervision of the County Engineer. Assist in the administration and management of the Water Quality section of the Stormwater Management Program, in order to meet the goals and objectives of the County's MS4 NPDES permit and best management practice. Perform field and laboratory analyses on collected sample, chemical analyses, investigation and other monitoring activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Inspects all assigned construction sites for sediment and erosion control measures, Stormwater facilities and investigates complaints in a thorough and accurate manner.

Assist with Environmental Impact Assessment.

Conducts inspections of construction sites to ensure drainage and erosion control structures are installed in accordance with the approved plan.

Logs inspections into County's Geographic Information System (GIS) for future reference

Inspects pipes, and drainage ditches.

Investigates complaints; develops corrective recommendation for identified problems, and if necessary, initiates legal actions to effect compliance of established standards, laws, regulations or policies.

Assists the County Engineer in maintenance of records and performance of field surveys relating to the location, condition, size, and performance of various infrastructure elements throughout the County and service areas.

Inspect drainage system construction of all development projects within the county to detect violations and/or deficiencies.

Attends pre-construction conferences on behalf of the county to discuss Stormwater management requirements of construction projects

Enforce Rutherford County Stormwater Management Ordinance.

Observe construction of drainage grates, storm drains, detention, and retention ponds and other drainage system strictures.

Observe backfill of ditches to ensure stabilization and to prevent future settlement.

Prepare drawings of surveys, site reviews, and solutions using computer-aided design (CAD) software or graphics/drawing software, or by hand as needed.

Advise contractors on appropriate contacts and timing of inspections, permits, etc..

Rutherford County, Tennessee • Engineering Inspector

Demonstrate a working knowledge of drainage construction in conformity with current County regulations and specifications.

Assist in corrosion control evaluation and sampling.

Inspects erosion control measures prior to grade work, on construction sites, and issues Notice to Proceed.

Locates and inspects for Stormwater management facilities for maintenance needs and follows up with property owner.

Prepares or completes various forms, reports, correspondence, logs, drawings, or other documents.

Receives various forms, reports, correspondence, construction drawings, blueprints, specifications, codes, regulations, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, computer-aided design (CAD), Arc View, Flowmaster, graphics/drawing, or other software programs.

Operates a motor vehicle to conduct inspections or other work activities; utilizes surveying instruments; operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck, measuring devices, pickaxe, or transit.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages; responds to requests for service or assistance.

Communicate with supervisor, employees, other departments, county officials, contractors, engineers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assist in facilitation of outreach, education, and public participation projects.

Helps administrate illicit discharge detection and elimination program including locating and inspecting “hot spots” with follow up documentation.

Assist in accurately inspecting all municipal facilities and conducting successful training workshops.

Inspects streams by visual assessment, documentation and tracking any illicit discharges.

Perform inspection after completion of construction of drainage and erosion control structures.

Inspect residential and commercial stormwater and drainage systems which are constructed by private contractors and developers for compliance with Rutherford County Stormwater Management Ordinance regulation.

Inspect construction sites, surveying storm drain outfalls.

Conduct municipal facility inspections and training.

Assist with general office duties, database maintenance, and assists the Project Engineer on various other assigned special projects.

Maintains a comprehensive, current knowledge of county subdivision regulations, zoning regulations, highway regulations, FEMA regulations, OSHA regulations, surveying practices, or other applicable regulations/guidelines; maintains an awareness of new materials, procedures, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Conducts behavior in a friendly, helpful, and professional manner at all times.

Conduct any other duties as assigned by County Engineer.

Provide staffing of the office in absence of other personnel.

Continue professional growth through attendance of related outside seminars and workshops.

Assist Road Inspector in subdivision inspections as directed by County Engineer.

Perform general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provide assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Environmental Science, Engineering Technology, or a related field supplemented by two (2) years work experience and/or training in construction inspection and/or erosion prevention and sediment control as related to land disturbance activities; or six (6) years in the field of roadway construction; or any equivalent combination of education, training, and experience which provides requisite knowledge, skills, and abilities for this job. Tennessee Erosion Prevention and Sediments Control Program Certification Level 1 required within one year of beginning employment. One (1) to two (2) years experience in map and construction plans reading preferred. Computer Skills in Microsoft Word and Excel preferred. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 40 Maximum Continuous Time: 10

2. SITTING

Estimated Total Hours: 20 Maximum Continuous Time: 30

3. LIFTING/CARRYING

Objects:

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | X | | | | |
| 11-25 lbs | | X | | | |
| 26-50 lbs | | | | | X |
| 51-75 lbs | | | | | X |
| 76-100 lbs | | | | | X |
| >100 lbs | | | | | X |

4. PUSHING/PULLING

Height of hands above floor during push: 4 feet

5. BENDING/SQUATTING/KNEELING

Tasks: Cleaning out ends of pipes

6. REACHING

Hands Used: RIGHT LEFT BOTH X

7. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | X | |
| Cold Temperatures | X | |
| Sudden Changes in Temperature | | X |
| Noise | X | |
| Fumes | X | |
| Cramped Quarters | | X |
| Cold Surfaces | X | |

| | | |
|-------------------------------|---|---|
| Hot Surfaces | X | |
| Sharp Edges | X | |
| Vibration | | X |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | X | |

| | |
|-----------------|--------------|
| Inside Building | 40 % of time |
| Outside | 60 % of time |

8. OTHER JOB DEMANDS

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | X | |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | X | |
| Twisting | X | |
| Sweeping/Mopping | X | |
| General Cleaning | X | |
| Handling Trash | X | |

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Surveying equipment, tape measures, hammer, shovels

10. HAND USE

| Type of Use | Yes | No | Frequency |
|---|-----|----|-----------|
| Keystrokes | X | | Daily |
| Grasp | X | | Daily |
| Fine Motor i.e: writing, twisting hands or wrist, etc | X | | Daily |

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date